

CITY OF LOWELL
Job Description
Please Post: August 16, 2019
Deadline: September 9, 2019
Dept. of Planning & Development
Assistant Transportation Planner

Job Title: Assistant Transportation Planner (2707, 2700-05)
Department: Dept. of Planning and Development
Reports To: Transportation Engineer
Union: AFSCME 2532
FLSA Status: Non-Exempt
Salary: \$49,267.92 (min) to \$52,978.64 (max) annually; 35 hours per week

SUMMARY

The Assistant Transportation Planner is responsible for assisting the Transportation Engineer in addressing and improving transportation systems in the City of Lowell. Diverse responsibilities include working on neighborhood traffic inquiries, participating with the City Engineer's Office on traffic management for private development, and responding to Council inquiries for ordinance changes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists Transportation Engineer with the transportation improvement projects; assists with the development of plans, alterations and modifications of existing transportation systems.

Assists the Planning and Community Development staff in the preparation and presentation of transportation elements in neighborhood plans, topical studies, and other planning efforts to support the implementation infrastructure, open space, and economic development goals.

Prepares traffic ordinances including 60-day trials and the subsequent follow-up visits and analysis.

Studies vehicular, cyclist, and pedestrian traffic conditions. Works with the Parking Dept. and LPD Sign Department on City-wide improvements.

Prepares reports on transportation analysis and other transportation information including Syncho modeling and SIM modeling. Coordinates with LPD on traffic enforcement issues.

Responds to written and telephone inquiries from governmental agencies, city departments and the public; prepares responses to correspondence.

Collects and maintains records related to transportation planning and regulation and traffic counts,

Prepares plans, estimates, and specifications, to design transportation planning and regulation and maintenance, including pavement markings and signal timing reviews and annual investments.

Assists Transportation Engineer and DPD with transportation grant applications including research, writing and mapping.

Assists City Engineer's office with construction inspection and oversight.

Completes all other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Engineering or related field from four-year college or university required. Proficiency with various traffic and transportation computer programs including ESRI products or other mapping programs and VISSIM or other traffic simulation programs. AutoCAD and Synchro skills strongly preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, general business periodicals, and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from top management, clients, customers and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of technical instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

Qualified individuals send resume and/or application to the Human Relations Office, Room 19 - City Hall, 375 Merrimack St, Lowell, MA 01852 by 4:00 PM: Deadline ~September 9, 2019. Applicants may also send resume and/or application to cityjobs@lowellma.gov or fax to 978-446-7102.

EOE/AA/504 Employer